

<Sample 1> Application

GYEONGGI ENGLISH PROGRAM IN KOREA 2013



Application Package

Thank you for considering a position as a Foreign Language Assistant
Teacher for the Gyeonggi

Provincial Office of Education (GPOE). Please carefully fill out the
application form as accurately and legibly as possible.

The information you provide is an essential component to the hiring and
immigration process.

We value your privacy.

All information you provide is kept strictly confidential.

*******THIS IS TO BE USED AS A COVER PAGE*******

Place this completed checklist ON TOP of your application along
with other document IN ORDER as listed below.

Please do NOT staple your application package

1. Application Form ☐

with a glued photo recently taken

2. Resume ☐

3. Passport ☐

Photocopy of the photo page

Please send us an extra photo copy of all of your documents except for the Reference letters and the Sealed Transcript.

4. Educational Documents ☐

4-1. Sealed University Transcripts

4-2. Apostillized copy of your Bachelors diploma and/or Masters diploma and if applicable, original or copy of TESOL/TEFL/Celta certificate(s)

* Copy(s) of diploma(s) must be Apostillized or notarized by the Korean consulate/embassy in your home country.

5. Minimum of Two Letters of References ☐

– Professional Reference(s) AND/OR Letter of Recommendation* describing work performance and duration of FULL-TIME employment, with full contact information of the referee/employer

–Personal Reference(s) on your character with referee's full contact information.

* For Category 1+/ 1/ 2+/2 applicants, this Letter of Recommendation(s) from full-time teaching employment(in Korea ,if applicable) must be submitted.

6. Criminal Record Certificate ☐

Please note that possession of any criminal record will immediately disqualify you from gaining employment in GEPIK.

– Must be **Apostillized*** (i. e. have an Apostille number and the stamp)**

*(Canada does NOT apply– Canadians must get the Consul's notarization seal from the nearest Korean Embassy/Consulate)

– A nationwide criminal background check from your own country's government which covers the whole country's information is required.

**Apostillized nationwide criminal background checks are required for both overseas applicants and applicants already living in Korea.

7. Self Health Assessment Report (Attachment 1) ☐

Upon successful acceptance into GEPIK, a formal medical examination must be completed in Korea at an approved hospital/public health clinic. The original report must be submitted at the Immigration Office as part of your Alien Registration Card. Please note that a positive result for illegal drug use, alcoholism, or communicable diseases will result in the immediate cancellation of your employment at GEPIK and E2 visa.

8. THREE(3) Copies of the EMPLOYMENT CONTRACT (Attachment 2) ☐

Please put your signature on EACH page. No other details need be filled in.

9. TWO(2) Copies of Agreement Letter for Security Deposit (Attachment 3) ☐

Please Note:

- Ensure you have obtained all the documents as specified BEFORE sending them.
- All documents except for original diploma(s) or certificate(s) become property of GPOE and will not be returned. Unless specified to provide the 'original', or 'notarized copy', you may submit a plain photocopy.
- Any costs involved in obtaining the required documents are borne by the applicant. This includes the mandatory health check upon your arrival in Korea.

Declaration

I certify that all of the above information concerning myself and my background are true to the best of my knowledge. If my documents contain any kind of falsification, I will take any legal responsibility. If I am successful in being selected as a GEPIK teacher, I agree to abide by the regulations and responsibilities outlined in the contract

Signature

Date

PLEASE SEND YOUR APPLICATION WITH ALL REQUIRED DOCUMENTS TO YOUR RECRUITER OR SCHOOL

PRINT OR TYPE

1. Your full name as it appears on your passport:

First name:

Surname:

2. Gender: Male ☐ Female ☐

3. Marital Status: Single ☐ Married ☐ Other ☐ _____

No. of dependant(s): _____

a. Will you be coming to Korea alone? Yes ☐ No ☐

If not, who and how many will be living together with you?

4. Date of Birth YEAR-MONTH- DATE (eg. 1980.09.27)

5. Please tick and/or fill out where applicable.

I am a PASSPORT HOLDER of:

Australia ☐ Canada ☐ New Zealand ☐

Ireland ☐ South Africa ☐ U. S. A ☐ United Kingdom ☐

6. Email address : _____ @ _____

**Your email address is the single most important means of communication with us.
Please provide the most secure, frequently used one.*

7. Address for Correspondence*: *Street, City, State, Postcode, County*

** Please ensure that the address and post code provided is accurate and one you will have fast and continuous access to. This is the address that all your documents including employment contracts and immigration documents will be sent to.*

8. Phone no: *Country code – Area code – Phone Number*

9. Two Emergency Contacts

– If possible, please provide a local Korean contact

Name:

Name:

Relation:

Relation:

Phone:

Phone:

Email :

Email :

Please insert/attach a
clear
passport-size head
shot photo taken
within the last
three months.

10. Have you ever visited Korea before? If yes, please describe the duration, purpose of stay and your experiences briefly.

11. If accepted into GEPIK, what is the earliest START DATE you can work in Korea? (eg. 15/MAR/2010)

I am available as of ____ / ____ / ____

12. How did you find out about GEPIK? Please specify (e. g. Name of the agency). GPOE will take your preferences into consideration, but cannot guarantee that all preferences will be fulfilled.

13. In which grade level(s) do you prefer to teach?

-Elementary (Grades 1 to 6) ☐

-Middle (Grades 7 to 9) ☐

-High (Grades 10 to 12) ☐

-Willing to teach ANY grades ☐

14. Please choose your preferred location of school area

-City area ☐ (name of the city if applicable _____)

-Designated Rural Area ☐ (name of the place if applicable _____)

** Designated Rural monthly allowance of 100,000 KRW*

-Either ☐

15. Please choose your preferred accommodation location

-near school ☐ -near subway station ☐ -near downtown (if rural location) ☐

-I have my own ☐ (400,000 KRW Monthly allowance applies)

16. Please list all post-secondary degrees and/or certifications:

Major(s) / Concentrations(s) - Year(s) Received - Name of Granting Institution

17. Please list all relevant TEACHING related degrees and/or certifications:

Major(s) / Concentrations(s) - Year(s) Received - Name of Granting Institution

18. Please list all relevant TEACHING experience(s):

Name of Institution/Employer - Duration - Subject(s) Taught

19. Please list other employment experience(s):

Employer – Duration – Responsibilities

20. Please list other international experience(s)"

County – Duration – Activities

21. Eligibility

Please read over the requirements per category and select the pay category that you qualify for.

Pay Category	Monthly Salary	Requirements	Select ONE
Category S	2500000 KRW per month	– Contract <u>renewal</u> as a Category 1+ at the same school within GEPIK.	<input type="checkbox"/>
Category 1+	2400000 KRW per month	– Employed as a Category 1 teacher for one full year.	<input type="checkbox"/>
Category 1	2300000 KRW per month	Category 3 AND Minimum three years of full time ENGLISH teaching experience at an accredited institution	<input type="checkbox"/>
Category 2+	2200000 KRW per month	Category 3 AND the following: – Employed as a Category 2 teacher with GEPIK for one full year.	<input type="checkbox"/>
Category 2	2100000 KRW per month	Category 3 AND one of the following: – one year of full time ENGLISH teaching experience at an accredited institution. – Master's Degree in a field related to English Language Education	<input type="checkbox"/>
Category 3	2000000 KRW per month	<i>ONE of the followings</i> – Bachelor's degree with a major in English Literature/ English Language/Linguistics (Must be clearly stated on either the diploma certificate or official transcript) – Valid Elementary, Middle, or Secondary School Teacher's License/Certificate – Bachelor's degree in any field PLUS a TEFL/TESOL/CELTA (min. of 100 hrs) Certificate	<input type="checkbox"/>

<Sample 2> Self Introduction

August 31, 2009

To Whom It May Concern:

This letter serves to introduce my sincere interest in teaching English as a Foreign Language with a reputable public elementary school in Gyeonggi-do, South Korea. Included is my resume which also indicates various positions and experiences that will prove very valuable to teaching EFL at a quality school in South Korea.

I graduated from the University of _____, Duluth in 1993 with a Bachelor of Science degree in biology and a minor in chemistry. I loved working with and coaching soccer to children, so I decided to resume my schooling and pursue a teaching degree. Consequently, in May of 2000, I earned a Bachelor of Applied Science degree in teaching. I am presently licensed in Minnesota to teach middle school science (grades 5-9) and life science (grades 7-12). I am currently working toward my Technology in Education, M.Ed.

My career in education began in 2000 at _____ Public Schools in Minnesota, teaching earth science and meteorology to 8th grade students. In summer, 2002, I began employment with _____ Public Schools in Minnesota where I taught earth science and physical science to 8th and 9th grade students, and worked as a resource to high school students in all areas of science. During the 2003-2004 school year, I worked with the _____ School District in _____ teaching 7th grade life science and 8th grade earth science.

With the aforementioned experiences and my passion for experiencing new places and cultures, I brought myself to _____, South Korea where I spent more than four years teaching English to Korean public elementary school students. I thoroughly enjoyed my time there teaching English, and I have a strong desire to resume teaching English as a Foreign Language to public elementary school students in Gyeonggi-do, South Korea.

I am most interested in working with a reputable public elementary school in Gyeonggi-do, South Korea, and because of my philosophy and experiences, I feel I would make a considerable impact on the students and staff with whom I would work. I am available, at your convenience, to discuss my abilities and experiences, and how the school and I can mutually benefit from each other. For further information, please do not hesitate to contact me at one of the above addresses or phone number.

Thank you for your time and consideration.

Sincerely,

<Sample 3> Self Health Statement

(뒷면)

E-2 Applicant's Health Statement

This form is to check the E-2 Visa Applicant's Health. Please fill in the blanks accurately and truthfully. Please keep in mind that if you willfully fill in the blanks with incorrect information, you will face consequences such as visa denial, visa cancellation, and/or deportation, etc.

1) NAME IN FULL(As in Passport)		2) DATE OF BIRTH	
3) NATIONALITY	4) GENDER	5) PASSPORT NUMBER	
6) Have you ever had any infectious diseases that threatened the Public health before? Yes <input type="checkbox"/> (Infectious Disease name: Cholera, Viral hepatitis A, Tuberculosis, AIDS, etc), No <input type="checkbox"/>			
7) Have you taken any Narcotics (Drug) or have you ever been addicted to alcohol in the last 5 years? Yes <input type="checkbox"/> (Name of narcotics: _____), No <input type="checkbox"/>			
8) Have you ever received treatment for Mental/ Neurotic/or Emotional Disorders? Yes <input type="checkbox"/> (Name of disorder: _____), No <input type="checkbox"/>			
9) Have you had any serious Diseases or Injuries for the last 5 years? Yes <input type="checkbox"/> (name & recent situation: _____), No <input type="checkbox"/>			

NOTICE :

You must apply for an Alien Registration card at your District Immigration Office (or Branch Office) within 90 days after your arrival in Korea. At the time of registration, you MUST submit your Health Certificate obtained from the hospital which has been designated by the Korean Government.

Date: _____

Applicant's Signature: _____

TO : CHIEF, ○○ IMMIGRATION OFFICE(BRANCH OFFICE)

<Sample 4> Reference Letter

September 10, 2000

To Whom It May Concern:

I am pleased to write this letter of recommendation for [redacted]. I [redacted] was teaching English to grades five and six at [redacted] Elementary School in [redacted], South Korea, while I was there from September, 2000 until March, 2000. During that time, he had been in charge of extracurricular English courses, research studies, English morning broadcasting and English drama. It was a great chance to work with him as the assistant principal.

During [redacted]'s years as one of our faculty, we could feel his heartfelt affection for students. It was his student-centered policy that gives students an enthusiastic interest in English. Mr. [redacted] knew how to maximize teaching-learning effectiveness at the right time and in the right way, so he always prepared numerous educational materials helpful for students. He had shown us an outstanding talent to make distinctive syllabus planning that leads students to further understanding of goals in his class by commendable pedagogy. [redacted] is one of the most open-minded and communicative people I have worked with. This kind of personal trait helps to explain how he can fulfill students' expectations well. It was his distinct plans for assessment that guided students in self-evaluation. In addition, it was also admirable how he kept his own classroom quite orderly for making a pleasant learning environment.

[redacted] is very responsible, motivated, collaborative and cheerful. I cannot forget his ceaseless efforts to become a better teacher and improve public school education. Because of his positive attitude and competence, I believe he can carry out any teaching position. I strongly recommend [redacted].

If you want more information, please contact me at 02-1234-5678 or email me at [redacted]@[redacted].com.

Sincerely,

<Sample 5> Diploma

UNIVERSITY OF CANTERBURY

WHEREAS THE UNIVERSITY OF CANTERBURY HAS BEEN EMPOWERED BY THE UNIVERSITY OF CANTERBURY ACT 1961 AND THE EDUCATION ACT 1979, ACTS OF THE LEGISLATURE OF NEW ZEALAND, TO GRANT DEGREES OF THE UNIVERSITY: NOW THEREFORE THIS IS TO CERTIFY THAT

[Faint, illegible text]

HAVING PURSUED THE COURSE OF STUDY PRESCRIBED IN THE UNIVERSITY AND HAVING IN THE YEAR 1996 SATISFIED THE STATUTORY REQUIREMENTS, HAS BEEN DULY ADMITTED TO THE DEGREE OF

BACHELOR OF ARTS

Given under our hands this ninth day of May 1997
under the authority of Section 1.3 of the Education Act 1979.

certify that this appears to me to
be a true copy of the document
produced to me on
this 10th day of May 1997
Justice of the Peace W.A.



Registrar

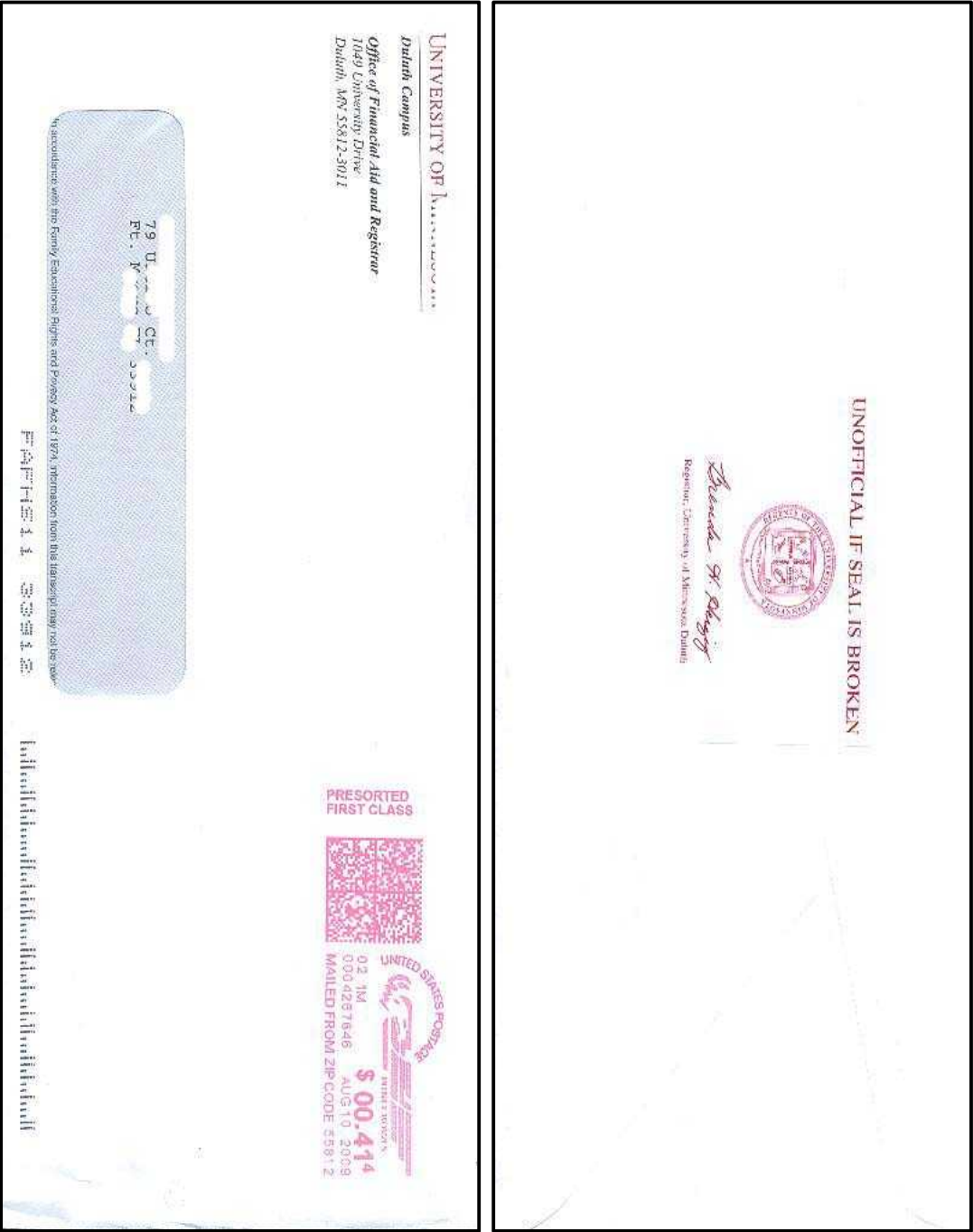
[Signature]

Chancellor

[Signature]

UNIVERSITY OF CANTERBURY

<Sample 6> Officially Sealed Transcript



앞면

뒷면

<Sample 7> Certification

International TEFL Teacher Training

Acknowledges the completion of the ITTT, 100 hour TEFL certificate course by

who is hereby awarded the

ITTT TEFL Certification

on the 30th day of March in the year 20

Academic Director

Course Director

ITTT000

Certificate validation number

<Sample 8> Full-time teaching experience proof



St. Mark's International College, Perth

375 Stirling Street, Perth WA, Australia 6000
PO Box 8490 Stirling Street, Perth WA, Australia 6849
Telephone: (61-8) 9227 9888 Facsimile: (61-8) 9227 9880
Email: reception@geosperth.com.au
GEOS Perth Pty Ltd • ACN 075 748 239 • CRICOS 016200
www.stmarkspertth.com.au A member of the GEOS International Group

May 30 2000

To Whom It May Concern

Re: Emma I

I has been employed at St Mark's International College since July 11 2000. When she started she was employed as relief for a holidaying teacher. Following that, she worked on a study tour group from Japan for 1 week. Subsequent to the tour group, I was employed as a full-time casual teacher on the General English programme. She will finish at St Mark's International College on June 30 this year.

In her time teaching on the General English programme I has taught classes at a range of levels including elementary, pre-intermediate and intermediate. She has also taught Vocabulary, Business English and Grammar on our elective programme.

I is a team player. Always keen to listen to and implement new ideas and also to give her own suggestions, she has worked hard to develop a good relationship with her colleagues. In addition she has a good rapport with school management and has completed administrative tasks promptly.

In the classroom, I has a very gentle, supportive and encouraging persona. She has a good rapport with her students and makes every effort to respond to their needs and feedback. She is flexible and adaptable and a very willing participant in professional development workshops.

I have no hesitation in recommending I as an English Language Teacher in a similar institution. She is leaving St Mark's to pursue other opportunities overseas. If you have any further questions do not hesitate in contacting me.

1 A 16 11 0 1
Andrea Foster
Director of Studies